

Internal/External
STATE OF MONTANA JOB VACANCY
DEPARTMENT OF CORRECTIONS
An Equal Opportunity Employer

October 6, 2008

Job Title:	Administrative Support	Position No.:	03054
Division:	Youth Services	Band:	4
Location:	Helena	Bargaining Unit:	NA
Status:	Permanent, Full-Time	Supplement:	Yes, Release of Information
Salary:	\$11.569-14.461 DOE	Shift:	8:00 – 5:00 M-F
Benefits: State employees working at least halftime are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees' retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.			

Application Deadline: Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources
P.O. Box 201301
1539 11th Ave.,
Helena, MT 59620-1301

fax to (406) 444-4551

email to hrcen@mt.gov

No later than 5:00 p.m., October 17, 2008.

Application materials are available on the web at www.cor.mt.gov. Try our NEW on-line application process at this link.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Human Resource Specialist at 444-2828.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis and will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

Typical Duties:

Performs administrative and secretarial duties with wide latitude for exercising discretion and judgment. Prepares letters, a portion or all of which may be composed or compiled on the basis of personal knowledge of the subject matter. As instructed or in accordance with the precedent, directs mail to appropriate staff members for action. Arranges for and schedules appointments for the Division Administrator for the Youth Services Division.

- Manages and maintains Division Administrator's calendar
- Assists Division Administrator with planning, organizing, directing and coordinating Youth Services Division operations
- Reads and screens incoming correspondence and reports

- Prepares statistical/technical information, legislative testimony and factual summaries
- Makes and accepts telephone calls on behalf of Division Administration when he/she is absent or unavailable
- Manages extensive public contact via telephone and in person as a representative of the Division Administrator
- Represents Youth Services Division, through written and verbal communication with other staff, the public, legislators, and other state agencies
- Answers general inquiries from the public and other agencies regarding departmental policies, practices and procedures
- Manages and performs office duties such as ordering supplies, maintaining records management systems and performing basic bookkeeping work
- Develops agenda and content for meetings; researches, compiles, assimilates and prepares confidential and sensitive documents for meetings

Using extensive software skills, Internet research abilities and strong office skills, store, retrieve, and integrate information, reports and correspondence for dissemination to staff and public.

- Prepares special and recurring reports by gathering data from various sources and typing information into appropriate reporting format
- Performs administrative duties including typing and/or word processing all correspondence, reports and memoranda emanating from the Division Administrator
- Supervises preparation and reproduction of departmental publications
- Prepares and types statistical reports, letters, memos, legal documents, ordinances, directives and related materials
- Sets up and maintains office files and keeps correspondence and reports available
- Conducts, researches and compiles data to prepare paper for reports, presentation and analysis
- Drafts and edits position descriptions for supervisors approval

Competencies:

Collaboration & Teamwork – Able to earn trust and credibility by completing own share of the team's work; place team priorities above own personal agenda; appropriately consider others' opinions on matters that affect the team; challenge proposed actions in a way that facilitates constructive discussion; support team decisions, even if different from own opinion.

Communication – Able to clearly present information through the spoken and written word; read and interpret complex information; talk to the general public and disillusioned employees; listen well. In particular, must have persuasive communication skills to sell agency employment to target audiences.

Decisiveness & Judgment – Able to demonstrate good judgment in routine, day-to-day decisions; independently make decisions and take action, even in non-routine situations; consider impact of various options when making decisions; use good judgment in deciding whether to make a decision or escalate it.

Planning & Organizing – Able to create detailed project plans; balance the need for adequate planning with the need for action; avoid wasting time on tasks that yield low value; use resources efficiently.

Attention to Detail – Able to review data/documents for accuracy and consistency; take action to prevent mistakes; follow procedures closely; keep records accurate and up to date.

Analytical skills – must be able to gather relevant data and to organize and assess the data for patterns and trends and then provide those results to agency managers in a way that is credible and fosters support for recruitment efforts designed.

Flexibility – Able to remain open-minded and change opinions on the basis of new information; perform a wide variety of tasks and change focus quickly as demands change; manage transitions effectively from task to task; adapt to varying recruitment or staff retention opportunities.

Policies, Process, and Procedures – Able to act in accordance with established guidelines; follow standard procedures in crisis situations; communicate and enforce organizational policies and procedures; develop correctional policies related to staff recruitment and retention.

Education and Experience: The above knowledge, skills, abilities and competencies required to perform this position are typically acquired through a combination of education and experience equivalent to a 2 year associates degree in Office Administration, Secretarial Science or Executive Business Administration, Human Resources, Public Administration with three to four years of job-related work experience.

THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT FOR AN APPLICANT WHO DOES NOT MEET THE MINIMUM YEARS OF EXPERIENCE.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93).
Portions of the application may be photocopied if legible (see page 1 for instructions).
2. Applicants claiming the **Veteran's or Persons with Disabilities Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. ****HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH****

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

****SEE ATTACHED FORM****

**DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION**

Applicant's Name:	
Other names Used: (i.e.: maiden name, previous married names)	
Social Security Number:	
Date of Birth:	
List of states where you have resided:	

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

_____ No _____ Yes Date: _____ Jurisdiction: _____

This authorization shall be valid and effective for one year from the date signed.

Applicant's Signature: _____ **Date:** _____